



Within-Grade-Increase (WGI) Process

BACKGROUND: The HR teams are responsible for four steps related to the granting of Within-Grade-Increases (WGI) to staff:

1. Determining who is eligible each pay period
2. Securing the supervisor's Level of Competence determination
3. Ensuring the action generates or processing the WGI manually if necessary.
4. Printing the SF-50's

1. Determining WGI Eligibility:

Each HR team is responsible for determining who is eligible to receive a WGI in a given pay period. To accomplish this, staff must access, review, and reconcile several separate reports in EHRP and check the leave without pay (LWOP) status of each of the employees by performing the following steps:

1. Run each of the EHRP reports listed below:
Go to: *Home > People Tools > Query Manager > Use > Query Manager*
(For detailed information on running queries/reports see the [Public Queries/Reports](#) job aid.)

a. HE0001 – Possible WGI – This report identifies employees who are eligible for a WGI in any given pay period prior to the effective of the WGI and also identifies employees who are eligible but for whatever reason, the WGI will not generate.

Run this report three weeks in advance of the effective date AND the Monday after the beginning of each pay period. To run report #HE0001 key:

WGI Due Date >: Beginning date of the pay period
WGI Due Date<: Beginning date of the pay period
SetID: NIH00
Click on View Results

You will need to research whether the employees on the report that is run **AFTER** the beginning of the pay period should have received the WGI. WGI's will not process automatically for eligible employees who have pending actions, therefore these employees will appear on the report as being eligible but not having a WGI processed. Once you have confirmed that these employees should have received the WGI, the WGI should be processed manually (see section 3 of this job aid, "Processing a Manual WGI").





b. HE0021 – WGI Elig – Missing Reports To – This report identifies employees who are eligible for WGIs but do not have an entry in their “Reports To” field in EHRP. A WGI will NOT generate for employees whose “Reports To” field is not complete. For employees without a “Reports To” you should contact the program area to obtain the information below and e-mail it to Flo Andrews:

Employee’s name
Employee’s Empl ID
Employee’s position number
Name of the person the employee reports to
Position number of the person the employee reports to

Run this report three weeks in advance of each effective date. To run report #HE0021 key:

Start Date – Beginning date of the pay period
End Date - Last day of the pay period
Department SetID: NIH00
Click on View Results

c. HE0022 – WGI Elig – No Employee Review – This report identifies employees who are eligible for a WGI but do not have a rating in EHRP. A WGI will NOT generate for employees who do not have a rating. For employees without a rating, you should contact the supervisor to obtain the needed information and key the appropriate performance rating as indicated below. **NOTE:** If the employee is not ratable, the performance information still needs to be keyed using the appropriate code for not ratable. This information needs to be keyed into EHRP before the effective date of the WGI.

Processing a Rating:

Go to: *Home > Administer Workforce > Manage Performance (USF) > Use > Employee Appraisal*
Locate employee record and enter:

Effective Date -use date keyed
From Date -use 01/01/year of current rating period or EOD date if applicable
To Date – use date keyed
Rating Scale – A
Rating – choose one of the following:

1=Unacceptable
3=Fully successful or equivalent
X=Not rated
Z=Exclusion

Run this report three weeks in advance of each effective date. To run report #HE0022 key:

Start Date – Beginning date of the pay period
End Date - Last day of the pay period
Department Set ID – NIH00
Click on View Results





d. **HE0050 – WGI Elig – Old Review Data** – This reports identifies employees who are eligible for a WGI but have a rating that is over 15 months old. A WGI will NOT generate for employees whose performance rating is over 15 months old. For these employees you should contact the supervisor to obtain the needed and key the appropriate performance rating as indicated below. **NOTE:** If the employee is not ratable, the performance information still needs to be keyed using the appropriate code for not ratable. This information needs to be keyed into EHRP before the effective date of the WGI. To process the rating see the section above on “Processing a Rating.”

Run this report three weeks in advance of effective date. To run report #0050 key:

Within-Grade Increase Due Date - Beginning date of the pay period
15 Months Date -Subtract 15 months from the effective date of the WGI
Click on View Results

e. **HE0002 – Automatic WGI** – This report identifies employees who received a generated WGI for any given pay period.

Run this report the Monday following the beginning of each pay period or Tuesday if Monday is a holiday. To run report #HE0002 key:

Start Date – Beginning date of the pay period
End Date – Last day of the pay period
Work in Progress – Pro
Department Set ID – NIH00
Click on View Results

2. Once you have used the reports to identify the employees possibly eligible for a WGI, the LWOP status of each employee needs to be checked to determine if the WGI needs to be delayed. **Human Resource Assistants are responsible for obtaining LWOP/AWOL information from the timekeepers and/or AO's and taking appropriate action if a WGI should be delayed.** If an employee has had excess LWOP/AWOL, the HR Assistants should compute the new eligibility date and process a 9000 in EHRP, using a current effective date to update the new WGI eligibility date.





2. Securing the Supervisor's Level of Competence Determination:

Once the names of the employees who are eligible to receive a WIGI have been determined, the HR staff is responsible for securing the supervisor's Level of Competence determination. The process is to be handled electronically, using the e-mail message below. **This notification should be sent out three weeks in advance.** The electronic approval/disapproval should be received back from the supervisor/manager two weeks prior to the effective date of the WIGI.

Level of Competence Determination E-mail:

Date: Use Current Date

From: (Name of HRA)
Human Resources Operations Team __

Subject: Within Grade Increase

The following employee is eligible for a Within Grade Increase effective on MM/DD/YY

EMPLOYEE NAME:
GRADE:
NEW STEP:

For the employee to receive this Within Grade Increase, he/she must be currently performing at an acceptable level of competence. Please check the appropriate box below and reply by return email no later than: (Use date two weeks prior to effective date of WIGI.)

_____ WIGI Approved (The employee is performing acceptably).

_____ WIGI denied (The employee is not performing acceptably).**

****Contact your Human Resources Specialist immediately for further instructions if the employee's performance is not acceptable, and you wish to withhold the within-grade-increase.**



3. Processing a Manual WGI:

Automatic WGIs should generate the first Monday or Tuesday of each pay period. (**REMEMBER:** If an employee is due a WGI and they have an action in any WIP status other than “PRO”, the WGI will not generate.)

If an employee does not receive an automatic WGI and you have determined that the employee is eligible based on a review of the reports and the supervisor’s Level of Competence certification, a manual WGI should be processed as follows:

Processing the Action:

1. Go to: *Home > Administer Workforce > Administer Workforce (USF) > Use > HR Reviewer/HR Processor*
2. Locate employee record
3. Insert a row and enter:
 - a. Effective date
 - b. Action – PAY
 - c. Reason Code – WGI
 - d. NOAC:
 - 8910 (for GM payplan)
 - 8930 (for all other pay plans)
 - e. Legal Authority:
 - Z2P – GM WGI
 - Q7M – GS WGI
 - VUL – Wage Employees
 - f. Remarks – Use all appropriate remarks
4. Go to Compensate Page – Key new step
5. Go to Employment 1 Page and key:
 - a. New LEI date
 - b. New eligibility date
6. Ensure WGI status is “waiting” unless the WGI takes them to the top step of their grade

NOTE: For employees due WGI’s that have pending actions, the WGI status will be “approved”, however, the WGI will not have generated. Change the status to “waiting” unless at the top of the grade.



4. Printing the SF-50s:

1. Go to: *Home>Administer Workforce>Administer Workforce (USF)>Report*
2. Click on 'Notice of Personnel Action'
3. Click on 'Search'
4. Click on 'PS Gvt SF Report'
5. In the Copies Requested Section, click the box for 'Employee and OPF'
6. Key NOAC 893 in the NOA Code box
7. Key the beginning and ending dates of the pay period in the begin and end date fields
8. Click on 'Filter'
9. When the actions appear click on 'Add All'
10. Click 'Run'
11. On the Process Scheduler Request screen, select: 'PSUNX' for Server Name
'Web' for Type
'PDF' for Format
12. Click 'OK'
13. When you see the process instance # appear on the screen go to Process Monitor
14. Run Status = Success (if not click on refresh button until the status = success)
15. Click on 'Details'
16. Click on 'View Log/Trace'
17. Click on the 3rd box that begins with 'fgsf'
18. Go to file and print

End